

**FACILITIES MANAGEMENT
AVC ADVISORY MEETING MINUTES
May 19, 2010**

Al began the meeting by relaying the following updates to the members:

1. **Uniform Task Force:** Al reported on his meeting with the Uniform Task Force. He stated that the contract has been sent out for bids. Once the bids are received, FM will look at what has been submitted as far as prices for the extra bid items, and will determine their cost-effectiveness.
2. **Boston Trip:** There have been several employees submit their name for consideration to attend the APPA Convention. Al and Joe will be attending, plus five select staff and one staff member will be drawn during the Open Forum before the softball game.
3. **Budget:** The budget is out and final. Staff will definitely be getting the second half of the classified pay raise to be implemented on July 1st 2010.

1. FMOP: Travel Guidelines

- Review FMOP draft
- The FM Travel policies did not warrant the creation of a Task Force, but there were questions on a few matters that needed better detailed information.
- Per Diem allocation has been divided into “per meal”.
- Formalization of a guideline on how to select which mode of transportation is the best “cost-wise” for the University and to use it.
- Exceptions are time constraints, etc.
- Employees are allowed to take other methods, but will only be reimbursed up to the cost of the recommended transportation method
- 1- week comment period on the FMOP draft

2. FMOP: Wellness Program Guidelines

- Review FMOP draft
- The Task Force recommends extending through the summer.
- Robyn Whitehead is working with staff senate to get the Red Wolf Center available to staff in the participation of the Wellness Program. Since time is of the essence, no comment period for this board is necessary.

3. Old Business

- a. Stop Signs at Pawnee
 - Al reported that this area has been monitored for some time now, and no citations or other incidents have occurred to warrant further action.
 - Al will follow-up with UPD on this issue around December.
- b. Parking Fees and Enforcement
 - Al reported that through his conversations on this issue, it appears that although some staff at the Convocation Center may be skating by without having hang tags, it does not appear to be enough to warrant action. Al will follow up in 6 months from now to see if any changes have been implemented. This as well as the Pawnee stop sign issue will be placed on the December agenda for this group to look at again.

- c. FM Softball Tournament
 - Update – All is set. The Forum is scheduled for 11:30 a.m. If raining, we will reschedule.
- d. Retirement Reception
 - Update -- The board agreed to allow each retiree the choice of either a reception or an open forum luncheon; or nothing if they choose to opt out. Retiree will get a plaque during the event.
 - Al will clarify what is considered to be “Official Retirement Requirement”
- e. 2010 Fall Festival
 - Update—Members were presented with a draft of the flyer and t-shirt design.
 - Child – Youth sizes will be available this year.
 - Plan on ordering 10 – 15 extra shirts, so they can be sold on the day of the Festival.
 - Cost: \$6.00 for t-shirts up to XL
 - ADD \$1.00 for every X after that.
 - Fishing Tournament Grant: Minimum # of children must be present; we don’t have the numbers to get the grant, but committee is continuing to work on other alternatives.
 - Adding a Dessert Contest - youth & adult divisions
 - Will be a bouncy inflatable castle for the kids.
- f. Bereavement Leave
 - Reviewed and endorsed draft letter to Fringe Benefit Committee requesting that separate and distinct bereavement leave type be created by the University.
- g. Additional Comments:
 - Boiler training for apprentices. Seems like some apprentices who need this training are being placed on the back burner to make room for those who just want to go. This is on Al’s agenda to discuss at the Open Forum.
 - Training Committee – is now a standing committee.
 - Al will mention 2 things in regards to training:
 - There will be a change in the Training and Development FMOP, stating that employees need to spend 2-6 % of time on training, not only pertinent to job, but for education beyond, focused on a well-rounded employee.
 - FM Training Coordinator has set a new KPI to schedule trainings at least 6 months out, allowing for plenty of time to request supervisor approval and register. This, however, also means that everyone must be proactive in reading all emails and other communications sent out, actively checking the posted training calendars, and be active in requesting trainings.
 - AVC Advisory Board secretary will contact the FM Computer Support Technician and inquire into the possibility of setting up a desktop shortcut on all computers in FM that will link directly to the FM web page with drop down tabs for training calendar and information.